

Research Assistant

Salary Range: GS 0601 09 (\$53,496 - \$69,539)
Houston Health Services Research and Development,
Center of Excellence
Michael E. DeBakey VA Medical Center

The Michael E. DeBakey VA Medical Center's Health Services Research and Development Center of Excellence is seeking a highly motivated research assistant to carry out the day-to-day activities for a suite of studies known collectively as "Improving Quality and Safety Through Better Communication and Coordination in PACT: Toward Real-Time Measurement and Point-of-Care Interventions." The study coordinating center is in Houston, TX; however, this position will be based in **Hines, IL**. In collaboration with researchers in Houston and in Salt Lake City, this individual will coordinate the logistical details of three distinct studies with implementation arms throughout the Great Lakes region. S/He will work closely with the overall study coordinator and individual project coordinators of each study to ensure that all research activities are conducted according to the proposed timeline. The ideal candidate will be a highly motivated individual who can work independently, with limited supervision. This position may require local travel between study sites.

Tasks and Responsibilities

- Coordinates meetings (in-person, telephone, and video conferences); coordinates related logistics, materials and other resources as needed.
- Identifies and screens participants (drawn from all levels of the organization) for interviews, cognitive task analysis interviews, and participatory design sessions
- Obtains informed consent and engages in interviewing, retention, and tracking activities
- Develops and administers data collection instruments
- Assists with identification and randomization of Patient Aligned Care Teams (PACTs)
- Identifies study-related problems, informs study team of problems, and/or assists in problem resolution efforts
- Maintains constant line of communication with project personnel in multiple locations
- Adheres to scientific design of studies and complies with study protocols and with all relevant local, federal, and state regulatory and institutional policies. Maintains required records of study activities
- Conducts literature searches, writes reviews, and manages references as needed
- Prepares manuscripts, conference posters and presentations, and other scientific products as needed for dissemination of research results
- Manages data, performs data entry and assists with data analysis, conducting basic statistical analyses as needed. Assists in design and maintenance of relational databases such as Microsoft Access. May be asked to work with statistical software, such as SAS or SPSS
- Performs other duties as required by the projects

Education and Experience:

1. Minimum Required
 - a. Bachelor's Degree in behavioral sciences, public health, organizational psychology, health administration or related field. Three years of research experience are required.
2. Preferred
 - a. Master's Degree in related health fields such as Biomedical Informatics, Psychology, Sociology or Public Health. Experience/knowledge of clinical settings, particularly primary care is preferred.

Additional Qualification:

- Applicants must be a **United States Citizen**.
- Ability to work effectively as a member of an interdisciplinary team.
- Excellent interpersonal and communications skills in both written and spoken English.

Contact:

Interested applicants should e-mail resume and cover letter to Mr. Edward Pomer, HR Manager, HSR&D, CoE at Edward.Pomer@va.gov. Please reference "CREATE Research Assistant – Chicago/Hines" in the subject line.